

CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES OFFICE TECHNICIAN (TYPING)

6HS14

DEPARTMENTAL PROMOTIONAL FOR: Unemployment Insurance Appeals Board

FINAL FILING DATE: March 7, 2006

Applications (Form 678) must be postmarked no later than the filing date. Applications postmarked after the filing date will not be accepted for any reason. How to Apply: Applicants may submit applications in person or by mail to:

Unemployment Insurance Appeals Board, Administrative Services, Examination Unit
2400 Venture Oaks Way, Ste. 400, Sacramento CA 95833

DO "NOT" SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted about specific arrangements.

Qualification Appraisal Interview: It is anticipated that interviews will be held during the month of March 2006.

Salary Range: \$2510 - \$3050

Competition Limited to UIAB Agency Employees: Applicants must have a permanent civil service appointment with the Unemployment Insurance Appeals Board as of the final filing date in order to take this examination.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION NOTE: All applicants must meet the education and/or experience requirements by March 7, 2006, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Either I

In the California State service, one year of experience performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Experience: Two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

Special Personal Characteristic: A demonstrated interest in assuming increasing responsibility.

Special Requirement: Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

Additional Desirable Qualification – Education equivalent to completion of the twelfth grade.

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

OFFICE TECHNICIAN (TYPING)
UNEMPLOYMENT INSURANCE APPEALS BOARD

CA46 1139

FINAL FILE DATE:
March 7, 2006

THE POSITION: An Office Technician (Typing) regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

Positions exist Statewide with the Unemployment Insurance Appeals Board.

ELIGIBLE LIST AND EXAM INFORMATION: A departmental promotional eligible list will be established for the Unemployment Insurance Appeals Board. The list may be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidate's will only be notified of a change if prior to 12 months from list date.

EXAMINATION INFORMATION

The examination will consist of a Qualification Appraisal Interview Weighted 100.00%. The Interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list a minimum rating of 70.00% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.** On your application (in the area numbered 4C) or an attachment, clearly indicate the names, titles and present organizations of your supervisors during the last five years, giving dates with the most recent supervisor first.

SCOPE:

A. Knowledge of:

1. Modern office methods, supplies and equipment.
2. Business English and correspondence.
3. Principles of effective training.
7. Communicate tactfully and effectively.
8. Apply specific laws, rules and office policies and procedures.
9. Provide functional guidance to others.

B. Ability to:

1. Perform difficult clerical work.
2. Make arithmetical computations.
3. Follow oral and written directions.
4. Evaluate situations accurately and take effective action.
5. Work independently.
6. Make comprehensive reports and keep difficult records and prepare correspondence.

VETERANS PREFERENCE:

Credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the Candidate's responsibility to contact the CUIAB, Admin. Services, 2400 Venture Oaks Way, 4th Floor, Ste. 400, Sacramento, CA at (916) 263-3449 or CALNET 8-435-3449 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the UIAB, Admin. Services, 2400 Venture Oaks Way, 4th Floor, Ste. 400, Sacramento at (916) 263-3449 or CALNET 8-435-3449 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. Three rules may be reviewed at departmental personnel offices or at the information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DTP (Rev. 10/86)

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Administrative Services 2400 Venture Oaks Way, 4th Floor, Suite 400, Sacramento, CA 95833 (916) 263-3554

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California relay (Telephone) Service for the Deaf or Hearing-Impaired:

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922